



Billing Specialist – Waterville

Full-Time

Care & Comfort has an opening for a **Billing Specialist to work in our Central Office located in Waterville**. This position reports to the Billing Manager and ensures all Agency claims are billed and collected in a timely manner.

Duties include:

- Verifies weekly employee time slips and progress notes against client schedules, working directly with staffing departments to resolve scheduling conflicts.
- Generates, reviews and sends out billing claims for payments to payers and clients, on a weekly basis.
- Direct data entry of claims into MaineCare Portal.
- Reviews and researches outstanding accounts receivable balances and denied claims. Reviews accounts for authorizations, rebills accounts when necessary, determines and recommends to Billing Manager account balances for revenue adjustments or write-offs and processes approved revenue adjustments or write-offs to accounts when necessary.
- Identifies overdue payments, contacts vendors, collects payments and reports on collections.
- Institutes assertive and persistent follow-up procedures to correct outstanding balances.
- Works with internal departments as needed to obtain authorizations as they pertain to billing.

This candidate must have:

- High School diploma or higher with a minimum 2 years experience medical billing. Medicaid billing experience is strongly preferred.
- Strong attention to detail and follow-through skills
- Excellent organization and time management skills
- Excellent communication skills both written and verbal, and interpersonal skills
- Excellent analytical and problem solving skills
- Positive attitude and professional demeanor

Join a team who cares about you because you care about others!

Benefit Opportunities:

We offer a competitive compensation and benefits package to all of our full-time employees including:

- Employer-contributed Health Insurance
- Voluntary Dental, Short-Term Disability and Life Insurance
- Dependent Care Flexible Spending Account
- Employer-matched 401(K) Retirement Plan
- Paid time off including holidays
- Free parking.

To Apply:

- If interested in applying for this position, please go to careandcomfort.com/applynow, create an account and fill out an Employment Application.
- Please attach a letter of interest/cover letter and an updated resume to your online employment application.

We are an equal opportunity employer.